

MONROE COUNTY JOB DESCRIPTION

Position Title: SR ADMINISTRATOR SOLID WASTE

Date: Dec 12, 2002

Position Level: 11

FLSA Status: Exempt

Class Code: 11-13

GENERAL DESCRIPTION

Primary function is to plan, develop, organize, coordinate, direct and supervise the County's Solid Waste program. Reports directly to the Public Safety Division Director.

KEY RESPONSIBILITIES

1. *Prepares and monitors the annual budget.
2. *Conducts inspections and site visits to evaluate and make recommendations regarding facilities, operations, equipment and staff.
3. *Ensures contract compliance by franchise and specialty haulers.
4. *Administers Small County, Waste Tire, Recycling and Education, and Litter Control and Prevention Grants, and plans grant projects.
5. Administers all other solid waste related contracts.
6. *Prepares, reviews and edits items to be forwarded to the Public Safety Division Director for placement on the County Commission's meeting agenda and presents same at the meetings as needed.
7. Reviews professional literature and maintains awareness of new technologies.
8. Prepares contracts, operational reports and statistical data.
9. Converses with the public about complaints, policies and procedures.
10. *Reviews Federal, State and Local regulations to ensure compliance.
11. *Responsible for regulation compliance to insure that all rules and procedures are followed and that all permits are in place regarding operation of the landfills and transfer stations.
12. *Assists in making policy recommendations on solid waste issues.
13. *Assists during times of hurricanes and disasters, including preparation of facilities, equipment and staffing, conducting and coordinating debris removal, negotiating with debris removal contractors, and locating and negotiating leases for debris removal storage sites.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Position Title: SR. ADMINISTRATOR, SOLID WASTE	Class Code: 11-13	Position Level: 11
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KEY JOB REQUIREMENTS	
<i>Education:</i>	Bachelor's Degree or equivalent experience required.
<i>Experience:</i>	7 to 10 years in the solid waste field.
<i>Impact of Actions:</i>	Makes decisions and final recommendations which routinely affect the activities of an entire department. Position duties may include responsibility for developing strategic plans for one or more divisions.
<i>Complexity:</i>	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision Making:</i>	Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.
<i>Communication with Others:</i>	Requires regular contact with internal and external persons of importance and influence involving considerable tact, discretion and persuasion in obtaining desired actions and/or managing relationships at a high level.
<i>Managerial Skills:</i>	Responsible for orienting and training others, and assigning and reviewing their work. May also be responsible for acting in a "lead" or "senior" capacity over other positions performing essentially the same work, or related technical tasks and reporting to a higher level on a formal basis.
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>Other:</i>	Requires Florida Driver's License.
<i>On Call Requirements:</i>	On call 24-hours pending disasters and emergencies.

APPROVALS		
<i>Department Head:</i>		
Name:	Signature:	Date:
_____	_____	_____
<i>Division Director:</i>		
Name:	Signature:	Date:
_____	_____	_____
<i>County Administrator:</i>		
Name:	Signature:	Date:
_____	_____	_____

Position Title: SR. ADMINISTRATOR, SOLID WASTE	Class Code: 1030	Position Level: 11
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On this date I have received a copy of my job description relating to my employment with Monroe County.

Name:

Signature:

Date:
